

January 23, 2009

HR Colleagues:

This week's message includes information about the transition of work, a new appointment, a new position posting and Franklin office space.

Transition of Work

HR has now entered the transition phase of the restructuring process and managers are beginning to review work both to determine where the work will reside and to assign the work to an individual or group. If you are not sure whether you are to continue an assignment, be sure to bring it to the attention of your supervisor so that the managers and Executive Directors can determine whether the work should continue to be done and by whom.

We are also transitioning purchasing, billing and travel work to the Business Resource Center (BRC). Our former Customer Service supervisor Sharon Perry and her BRC Gold Team will have HR as a primary customer, and the team is beginning to work with our Resource Administration unit on the transition. More information will be provided directly to individual units within HR as they are affected by this work.

New Appointment

Jennifer Damico has been named Manager of Decision Support/Payroll in the Quality Assurance and Compliance unit and will report to Esther Cheung. She replaces Shelley Dommer who took a position in Institutional Research.

New Position Posting

We are in the process of posting the Analytical Support position in the VP Immediate Office – the Coordinator, Analytical and Professional Support. Check the UCOP job website for this posting in the next few days. This position would report to the Chief of Staff, but until that position is filled, it will report to Stan Kowalski, Interim Director – HR Transition Management. The Coordinator will provide support for Regents item coordination, the Staff Advisor to The Regents program, budgeting and fiscal matters (including coordination with the BRC and Budget Offices) and management of executive correspondence, in addition to other duties and projects in the Immediate Office. This MSP position will be posted for 3 weeks, and is open to all UCOP employees.

HR Staff at Franklin moving

All HR staff in the Franklin building, which includes the Immediate Office and the Executive Compensation and Performance Management unit, will be moving from the 7th floor at Franklin to the 5th floor by mid-February. With the exception of Jude Sharp, EAP coordinator, all UCOP HR staff, which is in the process of transitioning to UCSF HR, will also be moving to the 5th floor at that time.

Finally, a reminder that these restructuring messages are now scheduled to be distributed biweekly. The next message is scheduled for February 5.